



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5212.1C (HDQ)
002SD
28 AUG 08

COMNAVCRUITCOM INSTRUCTION 5212.1C (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: RECORDS DISPOSAL

Ref: (a) SECNAV M5210.1
(b) SECNAVINST 5210.8D

(R

(R

1. Purpose. To highlight procedures for disposal of NAVCRUITCOM Headquarters records.

2. Cancellation. COMNAVCRUITCOMINST 5212.1B (HDQ).

3. Background. Proper life-cycle records management requires that records held onboard be kept to a minimum and that specific procedures be followed when destroying records or transferring a shipment to a Federal Records Center (FRC). Records information encompasses all media, including electronic media. A complete listing can be found in references (a) and (b). If correct procedures have not been used, the entire shipment will be returned for correction.

(R

4. Procedures. As the Command Records Manager, the Head, Management Services Division (002SD) is responsible for:

a. The overall administration of the Command Records Management Program;

b. Providing technical advice and information regarding packing, labeling and shipping instructions upon request;

c. Coordination of Accession Number assignment;

d. Performing management studies as necessary;

e. Arranging for retrieval of records as outlined in reference (a); and

f. Coordination of any special requests for which FRC records retention is desired, but not authorized by reference (a).

28 AUG 08

5. Action. Department Directors, Special Assistants, and Staff Officers will ensure that no unnecessary files are established or maintained; that only official records required for documentary purposes are filed (references (a) and (b)); and that all eligible records are destroyed or retired to the FRC per reference (a). Administrative personnel responsible for maintaining files will become familiar with records disposition requirements outlined in references (a) and (b). Appendix A to reference (a) provides specific instructions for transfer of records to the FRC.

(R

6. Forms and Cartons. The forms and shipping cartons required for transfer of records to the FRC are available through GSA and are listed in Appendix A of reference (a).

/s/

R. R. BRAUN

Deputy

Distribution:

Electronic only via

<http://www.cnrc.navy.mil/Publications/directives.htm>